

SUBJECT: (Optional)

Human Relations and Management Course

FROM: Omega J. C. Ware, Jr. Director, OEEO Room 5E47, Hqtrs.		EXTENSION	NO.
		DATE 10 February 1981	
TO: (Officer designation, room number, and building)		DATE	
		RECEIVED	FORWARDED
1. Acting Deputy Director for Administration, Rm 7D24, Hqtrs.			
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Please distribute attached copies to your Senior Training Officer and to your Directorate EOC Officer.

done 11 FEB 1981

DD/A REGISTRY

FILE: Training 6

9 February 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: Senior Training Officers
Directorate EEO Officers

SUBJECT: Human Relations and Management Course

1. The registration deadline for the first running of the Human Relations and Management Course was 2 February 1981. I want to emphasize that the target group for the initial runnings of this course is the members of the Senior Intelligence Service and Agency executives. The cost and difficulty of presenting this course make it mandatory that each class of twenty-five (25) students be complete. Each directorate and the DCI Area must provide a minimum of five students plus alternates for each running.

2. It is also important to the successful conduct of the course that each directorate student group include at least one woman and one black and one Hispanic employee. Directorate statistics indicate, of course, that to satisfy this requirement, selection of these officers may have to be from below SIS level.

3. If you have any questions on the course or on the selection of candidates, please contact the Director, EEO, or the course director,

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WILLIAM J. CASEY